



Date: \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Activities:	Activities:	Activities:	Activities:	Activities:	Activities:	Activities:
Minutes:	Minutes:	Minutes:	Minutes:	Minutes:	Minutes:	Minutes:
Activities:	Activities:	Activities:	Activities:	Activities:	Activities:	Activities:
Minutes:	Minutes:	Minutes:	Minutes:	Minutes:	Minutes:	Minutes:

1. List your daily activities and minutes.
2. At the end of the twelve (12) week period turn your completed forms into Human Resources